



DEPARTMENT OF THE NAVY
COMMANDER LOGISTICS GROUP WESTERN PACIFIC
FPO AP 96534-2400

COMLOGWESTPACINST 5380.1B
N01G

22 JUL 2005

COMLOG WESTPAC INSTRUCTION 5380.1B

Subj: ST. ANDREW'S MILITARY COMMUNITY CHAPEL

Encl: (1) Application for Use of St. Andrew's Military Community Chapel

1. Purpose. To promulgate policy and procedures for use of St. Andrew's Military Community Chapel.

2. Cancellation. COMLOGWESTPACINST 5380.1A.

3. Definitions

a. The Command Religious Program (CRP). The CRP is responsible for ensuring the free exercise of religion for all eligible personnel and their family members, and for providing and facilitating such religious programs as are required by the community. This program is managed by Commander, Logistics Group Western Pacific (COMLOG WESTPAC).

b. Chapel. Refers to St. Andrew's Military Community Chapel, Building 487-2 Admiralty Road East, Sembawang. Maintained by the Civil Engineer (CE) Department of the 497th CTS, USAF, and managed by the Command Chaplain, COMLOG WESTPAC, it is provided under the Memorandum of Understanding (MOU) with the Government of Singapore for the religious activities of the military community of Sembawang.

c. Eligible individual. Refers to any service member, U.S. DoD employee, and their command sponsored family member as agreed in the MOU with the Government of Singapore.

d. Special Event. Refers to any observances, meetings, or ceremonies held in the Chapel, but not sponsored by the CRP.

4. Policy

a. CRP events will take priority over special events in scheduling. However, once a special event has been scheduled it will not be canceled or rescheduled unless the Chapel is needed for time sensitive CRP event such as a memorial service.

b. Any eligible individual can reserve the Chapel for a special event under the conditions set forth in this instruction. The Chapel is available for special events 7 days a week, 0900-2100, except on U.S. Holidays.

c. The eligible individual reserving the chapel is responsible for arranging musicians, florists, etc., as may be required for the special observance, and is responsible for all associated costs. Either the Staff Chaplain or the Staff Religious Program Specialist will provide access to the building. However, the user/group is expected to set up for the event scheduled.

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d. The Chapel is to be restored to the same condition in which it was found prior to the special event. Any necessary repairs due to damage connected with the special event will be charged to the eligible individual sponsoring the event. The eligible individual sponsoring the event will be responsible for:

(1) All garbage is being placed in provided trashcans.

(2) Ensuring that all items, i.e., flowers, bulletins, etc., brought in for the service, are removed from the Chapel.

(3) Ensuring all lights are turned off, and building is secured.

(4) Ensuring only the Religious Program Specialist or the Chaplain start, stop, or adjust the air conditioning or sound system.

e. No fees will be charged for the use of the Chapel, or for Chaplain and Religious Program Specialist services. However, the event sponsor is responsible for any other expenses associated with the special event.

f. No furniture or equipment in the Chapel is to be removed from the Chapel.


g. No smoking is permitted in the Chapel.

h. Children less than 9 years of age are to have adult supervision at all times.

5. Procedure

a. Eligible individuals desiring to reserve the Chapel for a special event shall submit an application form (enclosure (1)) in person at the Chaplain's Office no later than five days prior to the desired date for the special event.

b. Forms are available at the Chaplain's Office located on the 1st deck of Building 7-4.


MANUEL E. FALCON
Chief Of Staff

Copy to:

COMLOGWESTPACINST 5216.1H

List I, II

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APPLICATION FOR USE OF CHAPEL FACILITIES

Date of Application _____
YR/MM/DD

Type of Event

Community Religious Program _____ Wedding _____ Wedding Rehearsal _____
Baptism _____ Other _____
(Explain _____)

Command

NRCC _____ 497th _____ CSD _____ CLWP _____ Other _____ (Name) _____

Point of Contact

Name _____ Phone (Wk) _____ Phone (Hm) _____ Handphone _____

Date of event _____

Time of event

(include setup and cleanup time) _____

Space/Equipment Requested:

Main Chapel _____ Folding Chairs _____

Microphones _____

Other (specify) _____

As the eligible person making application for the use of St. Andrew's Military Community Chapel, I will ensure the event is conducted in accordance with the guidance provided in COMLOGWESTPACINST 5380.1B which I have read and understand. I will return the Chapel to the condition in which it was found prior to the event (with regard to cleanliness, furniture arrangement, etc), turn off all lights and ensure the building is properly secured before leaving. While there are no fees for the use of the building, the Chaplain or Religious Program Specialist services, I am responsible for all other expenses relating to or resulting from the event.

Signature_____
Date

I understand Command Religious Program events will take priority over all other events in scheduling use of the Chapel.

Approved/Disapproved

Signature